

ADMINISTRATIVE - INTERNAL USE ONLY

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OS REGISTRY
FILE 276

14 July 1975

STATINTL

MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller

SUBJECT : Proposed Revision of HNB [REDACTED] paragraph 76a, Board of Review (Job 7590) [REDACTED] STATINTL

FOR YOUR INFORMATION

1. The attached proposal was initiated by the Office of Finance to include on the Board of Review a representative of the Special Support Assistant to the Deputy Director for Administration.

2. We are recommending to the Deputy Director for Administration that the page on which this proposal appears and the backup page be declassified, and the control marking Administrative - Internal Use Only be added.

3. We plan to send this proposal to the Deputy Director for Administration on 29 July 1975 for authentication. If you have any questions, please call [REDACTED] STATINTL

[REDACTED]
[REDACTED]
Chief, Regulations Control Branch

Attachment
Proposed Revision of HNB [REDACTED] para. 76a

STATINTL

cc: OF
OS
Audit Staff
SSA-DDA
AO/DCI

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OS 55120

HMF

INSTRUCTION SHEET

Remove pages 131 and 132 dated 26 January 1970 and insert pages 131 and 132 dated

Paragraph 76a has been revised to include on the Board of Review a representative of the Special Support Assistant to the Deputy Director for Administration.

Pages 131 and 132 are declassified, and the control marking Administrative - Internal Use Only added.

DISTRIBUTION: SPECIAL

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RHB [REDACTED]

CHAPTER VIII: SETTLEMENT OF ACCOUNTS.

75. GENERAL

This chapter sets forth the specific responsibilities and procedures relating to the settlement of accounts of Agency personnel that should not be settled by administrative action normal for the U.S. Government. Definitions, basic policies, authorities, and general responsibilities are contained in HR [REDACTED]

76. BOARD OF REVIEW

- a. The Board of Review will consist of a representative of the Director of Finance, of the General Counsel, of the Chief, Audit Staff, of the Director of Security, and of the Special Support Assistant, Deputy Director for Administration. The board will include a representative of the Deputy Director or Head of Independent Office whose personnel are involved in any case under consideration by the board. The representative of the Director of Finance will be chairman, and will designate a secretary from the Office of Finance to perform such duties as the board may direct. A quorum will consist of the chairman and two other board members, one of whom must be the representative of the Deputy Director or Head of Independent Office whose employee is involved.
- b. The board will recommend to the Director of Finance action for settling accounts received for consideration and will state the reasons for its recommendations. When recommendations of the board are not unanimous, both majority and minority opinions will be stated.
- c. When the findings upon which a recommendation is based indicate carelessness or other fault on the part of an individual, a copy of the report of findings will be furnished to the responsible Deputy Director or Head of Independent Office for possible disciplinary action and a copy sent to the Inspector General.

77. ERRONEOUS PAYMENTS. This paragraph applies to all cases of erroneous payments of Agency funds except those subject to waivers granted in accordance with HR [REDACTED]

- a. Upon determining that an erroneous payment has been made, the Director of Finance will:
 - (1) Recover balances of \$20 or less by deduction from compensation due without prior notice to the individual. This action will be in coordination with the Operating

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Official concerned if the individual is overseas. The individual will be notified of any deduction through administrative channels.

- (2) Where the balance is more than \$20, inform the individual through administrative channels of the calculation of the erroneous payment, and request him to refund the full amount within 60 days of notification. The individual will further be informed that if refund in full is not received within the 60-day period the amount of the indebtedness will be recovered by deduction from gross compensation. This action will be in coordination with the Operating Official concerned if the individual is overseas. Deductions will not exceed two-thirds of net compensation unless a greater deduction is required to effect collection within the anticipated period of employment. The individual will be notified of all deductions from compensation.
- b. If the services of an indebted individual are terminated before the indebtedness is paid, the balance will be deducted from any subsequent payments of whatever nature which may be due the individual. When the amount of indebtedness due from an individual who has been or is being terminated exceeds payments due him the excess will be collected from the individual or his estate unless operational or security factors preclude such action.
- c. When operational or security factors preclude the collection of erroneous payments by normal administrative action, the method of settlement of the indebtedness will be determined by the:

Director of Finance, for amounts through \$1,000;

Deputy Director for Administration, for amounts over \$1,000 through \$5,000;

Director of Central Intelligence, for amounts over \$5,000.

The Director of Finance, in referring cases to the Deputy Director for Administration or Director of Central Intelligence, will recommend action to be taken.

78. SHORTAGES OR OVERAGES OF AGENCY FUNDS. This paragraph applies to all cases of shortages or overages of Agency funds except those involving certain nonstaff personnel in operationally sensitive cases to be settled under the provisions of paragraph 79 below.